

UNIFIED JUDICIAL SYSTEM

Policy 307

June 18, 1997

CAR RENTAL

Reimbursement for use of a rental car will be allowed as follows:

- A. When the estimated cost of taxi fares between the airport and the final destination exceeds the total cost (including rental fees, parking fees, gas, and mileage charges, etc.) for using a rental car; or
- B. When lodging is not available at the location of the conference, seminar, or meeting and the total estimated cost of all taxi fares directly related to attendance at the same exceeds the total cost of renting a car.

When requesting reimbursement, the travel voucher must indicate the estimated cost of taxi fares for each date on which a rental car is used. Receipts for expenses related to the car rental must be attached. No reimbursement will be made for insurance.

Approved by the Supreme Court